

Information Technology Resource Management Council (ITRMC)
Meeting Minutes
(Approved by Council April 24, 2002)

February 20, 2002

1:30 to 3:45 p.m., East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The February 20, 2002 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

Pam Ahrens, Council Chairman, who welcomed members and guests present, called the meeting to order.

ATTENDANCE

Members/Designates Present:

Mrs. Pam Ahrens, Department of Administration
Senator Hal Bunderson, Idaho Senate
Dr. Marilyn Howard, Department of Education
Mrs. Mary Liz Jones, College of Southern Idaho
Mr. Karl Kurtz, Department of Health and Welfare
Senator Bert Marley, Idaho Senate
Mr. Roger Parks, JR Simplot Company
Mr. Gary Stivers, State Board of Education
Mr. Steve Wilson, Idaho State Tax Commission
*Mr. Laird Justin, Office of the State Controller
*Major Dave Rich, Idaho State Police

*Designate

Absent Members:

Mr. Dwight Bower, Idaho Transportation Department
Representative Lee Gagner, Idaho House
Mr. Ken Harward, Assoc. of Idaho Cities
Representative Elmer Martinez, Idaho House
Mr. John Peay, Idaho Supreme Court
Colonel E.D. Strickfaden, Idaho State Police
Mr. J.D. Williams, State Controller

Others Present:

Mr. Brad Alvaro, Department of Correction
Mr. Nathan Bentley, ITRMC Staff
Ms. Norma Clark, Office of the State Controller
Ms. Dena Duncan, Department of Administration
Mr. Rich Elwood, ITRMC Staff
Mr. Bill Farnsworth, ITRMC Staff
Mr. Don Fournier, ITRMC Staff
Ms. Liza Fox, Idaho Transportation Department
Ms. Emily Gales, ITRMC Staff
Mr. Rick Gerrard, Syringa Networks
Mr. Mark Little, Division of Purchasing
Ms. Marla Marchant, Office of the State Controller
Ms. Gail Rich, AT&T

Mr. Sean Robideau, Computer Associates
Mr. Joe Roche, Department of Administration
Ms. Margaret Ross, Central District Health
Mr. Jeff Servatius, Department of Lands
Ms. Carol Silvers, Idaho State Library
Mr. Robert Smith, Department of Lands
Mr. Scott Somerhalder, Access Idaho
Ms. Teresa Sperry, Computer Associates
Mrs. Connie Spofford, Industrial Commission
Ms. Nancy Szofran, State Board of Education
Mr. Jeff Walker, Access Idaho
Mr. Roger Widuer, SARCOM
Mr. C.E. Wright, Department of Health and Welfare

MOTION TO APPROVE DECEMBER 7, 2001 MINUTES

A motion was moved and seconded to approve the December 7, 2001 ITRMC Meeting Minutes, and the motion passed unanimously.

DIGITAL GOVERNMENT DAY 2002

Bill Farnsworth, ITRMC Staff, provided an update on Digital Government Day, held Monday, January 28th on the fourth floor in the Capitol Rotunda. Twenty-four agencies/departments/elected offices participated, including six interagency booths. Positive feedback was received from twelve participating agencies, and many suggested ways to increase attendance to future events.

Farnsworth gave special thanks to the Legislative Services Office (LSO), Intermountain Technology Group (ITG), Facilities Services, and Department of Administration personnel.

The fourth floor of the Capitol Rotunda has been reserved for Monday, January 27, 2003 in preparation of Digital Government Day 2003.

Senator Hal Bunderson suggested more detail be included in promotional materials for next year's event.

WORK GROUP / COMMITTEE UPDATE

Enterprise IT Security and Business Recovery Work Group

Work Group Chair **Karl Kurtz**, Department of Health and Welfare, advised the Enterprise IT Security and Business Recovery Work Group held its first meeting on February 5th for organizational purposes. There was representation from every agency invited to participate, including that of local government. Discussed were issues surrounding IT security and business recovery, how they were being addressed in each agency represented, and joint efforts that could be performed to deal with them.

Kurtz advised two critical aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) were how to maintain security and privacy. Members of the ITRMC Secure Access to Applications and Data (SATAD) Work Group were addressing these issues.

Enterprise Shared E-Mail Service Work Group

Work Group Chair **Steve Wilson**, Idaho State Tax Commission, advised the Enterprise Shared E-Mail Service Work Group held its first meeting on February 7th. There was representation from all eleven agencies invited to participate. Work Group members took a positive approach to addressing the difficult matter of shared e-mail services by brainstorming issues that needed to be researched. Over thirty issues were identified. It was decided a survey needed to be developed in order to gain more precise information regarding state e-mail systems/services. The ITRMC Staff was charged with this task, along with assigning the identified issues to categories. Due to the many issues to be addressed, it was anticipated the efforts of the group would develop into a fairly long process.

SATAD (Secure Access to Applications and Data) Work Group

Laird Justin, Office of the State Controller, advised the SATAD Work Group had been very active. He then introduced **Charlie Wright**, Department of Health and Welfare, who would provide a detailed update. Mr. Wright stated that 'secure access' referred to performing transactions via the Internet with security, confidentiality, and privacy. He then mentioned that HIPAA required that U.S. states establish secure transactions and confidential business activities. Although, the federal government had left it up to each state to decide what a secure transaction was. The Work Group was investigating digital certificates and virtual private networks (VPN's) that

would be sufficient for the security needed to meet HIPAA requirements. On the recommendation of the Office of the Attorney General and Division of Purchasing, the group decided to issue a request for information (RFI), which would assist in addressing some principle concerns. By early summer 2002, it was hoped that 1) a consultant would be in place, and 2) digital certificates for secure transactions would start to be issued in a number of pilot programs. Additionally, Work Group Chair J.D. Williams (State Controller) was working to ensure that data processed – and information gained by – using digital certificates was exempt from the Idaho Public Records Law.

ITRMC IT ENTERPRISE STANDARD 3130

Don Fournier, IT Policy Analyst and ITRMC Staff, described the rapid development of video conferencing technology over the years. The issue before the Council, then, was how to ensure related devices were interoperable across the state, since network and video services were becoming much more prevalent. Mr. Fournier advised there was a lot of expertise within the state with regard to developing an interoperable framework for video conferencing. The international telecommunications standards (H.323 and H.320) that tied video conferencing systems together were detailed in draft ITRMC IT Enterprise Standard 3130, Network Services – Video Conferencing. (Both were de facto standards developed by the International Telecommunications Union.) Fournier mentioned that virtually all the video systems within the state had the ability to support one of the two standards mentioned. Standard 3130 suggested moving forward with H.323 – covering Internet protocol (IP) Telephony – for new systems that were procured to ensure they were fully interoperable across the state.

Many state organizations were involved with the drafting of – and had reviewed – Standard 3130, including: higher education, the Department of Correction, the Idaho State Police, and nearly all executive agencies. Input was also received from the Albertson's Foundation.

Mr. Fournier added that the IDANET Oversight Committee and technical groups had tested and designed the network to support H.323 and H.320.

MOTION TO ADOPT ITRMC IT ENTERPRISE STANDARD 3130

Kurtz moved and Marley seconded a motion to adopt ITRMC IT Enterprise Standard 3130, Network Services – Video Conferencing, and the motion passed unanimously.

ITRMC IT ENTERPRISE GUIDELINES

Rich Elwood, Statewide IT Coordinator and ITRMC Staff, addressed the Council. At the August 29, 2001 meeting of the ITRMC, policies covering the review of IT agency plans and major projects were adopted. Said policies referred to similar guidelines; ITRMC IT enterprise guidelines G110 and G210 were in fulfillment of those policies.

G110 – Agency IT Plan

This guideline emphasized that an agency's IT plan should be an integral part of its business plan, rather than a separate document prepared for limited distribution, or for compliance with an ITRMC policy. Because an IT plan should fit the needs of the agency and be in harmony with its business plan, no specific template had been developed for use by agencies. Alternatively, suggestions were made that there be: an executive summary; and some discussion of the methodology, major projects included in the business plan, and how the IT plan was in harmony with the policies, standards, and guidelines adopted by ITRMC. The guideline also points out that a copy of the agency's business recovery plan must be attached to its IT plan, according to ITRMC policy.

In essence, Guideline G110 would establish the parameters for developing an agency IT plan, and referred to ITRMC's business recovery requirements, as well. The overriding feature was the ability of agency personnel to develop a business plan in a format that works for them. This guideline, along with Guideline G210 covering major

project summaries, would provide the ITRMC Staff sufficient information to review the plans and fulfill its own requirements.

There was more discussion regarding the State IT Plan as it related to agency IT plans, and compliance with ITRMC policies and standards by state agencies affected. Senator Bunderson suggested the Council be updated on major project summaries submitted by agencies.

With regard to a submission timeline/deadlines, it was noted that the IT plan, because of its close relationship with the business plan of an agency, should be a by-product of the business planning process. Further, that process should not be restricted by a submission deadline.

MOTION TO ADOPT ITRMC IT ENTERPRISE GUIDELINE G110

Kurtz moved and Wilson seconded a motion to adopt ITRMC IT Enterprise Guideline G110, Agency IT Plan, and the motion passed unanimously.

G210 – Major Project Summary

If ITRMC IT Enterprise Guideline G210 were approved, an agency's major project summary would become a template-type profile. The template that had been in use for several years would be modified to be more easily accessible to agencies. The next step would be to make the template available to the Division of Financial Management (DFM) and LSO for review and access (after being submitted to and reviewed by the ITRMC Staff). Mr. Elwood also mentioned that the proposed profile was a static template that differed from the IT plan guideline in that specific information was needed about projects that could not be gained through an open format; and adoption of a more fixed profile would allow for the review of projects from many different aspects.

This particular project review was required by statute, as well as ITRMC IT Policy 2010.

MOTION TO ADOPT ITRMC IT ENTERPRISE GUIDELINE G210

Marley moved and Wilson seconded a motion to adopt ITRMC IT Enterprise Guideline G210, Major Project Summary, and the motion passed unanimously.

SENATE BILL 1461

Senator Bunderson advised the Senate State Affairs Committee approved SB1461 relative to ITRMC-enabling legislation. The bill would change the wording of Idaho Statute (67-5745C) to the effect that the "*council shall*

- ...(2) ~~Recommend policies and~~ Prepare statewide short-range and long-range information technology and telecommunications systems plans to meet the needs of state agencies;*
- (3) Within the context of its strategic plans, establish statewide information technology and telecommunications policies, standards, guidelines, conventions and comprehensive risk assessment criteria that will assure uniformity and compatibility of such systems within state agencies;..."*

CONCERNS OF THE TWIN FALLS AREA CHAMBER OF COMMERCE

Representative Sharon Block addressed the Council, explaining that telecommunications had been the number one concern of the Twin Falls Area Chamber of Commerce for the past three years. After being approached by the Chamber, Representative Block met with members to discuss their concerns/issues with regard to statewide telecommunications. In response to this request, she set up a meeting with Chamber members, Chairman Ahrens, and the ITRMC Staff, in conjunction with Digital Government Day 2002. Said concerns/issues are summarized below:

- Acceleration of the implementation schedule for technology and telecommunications planning and expenditures.
- Compatibility of technology between governmental agency systems and compatibility of agency systems with business systems.
- Increased involvement of end-users in the planning and design process.
- Advancement of coordination and emphasis on real world applications.
- Implementation of general education standards in electronics for education institutions.
- Expansion of broadband capability to rural areas.

Chairman Ahrens asked Council member Gary Stivers, State Board of Education, to pass these recommendations on to the Council for Technology in Learning for review. She asked Council member Mary Jones, College of Southern Idaho, to work with the Twin Falls Area Chamber of Commerce, as a representative of ITRMC, to learn of the exact areas of concern. She also asked Jones to coordinate with Representative Block in bringing the issues to other state information technology forums. Jones would report her findings at the next Council meeting (April 24).

WORK GROUP / COMMITTEE UPDATE (continued)

Idaho Geospatial Committee (IGC)

Committee Chair **Liza Fox**, Idaho Transportation Department, provided an update of IGC activities. The group held its second meeting on February 7, 2002. The primary issue dealt with during this meeting was a state geospatial data clearinghouse – a key directive in Executive Order 2001-07, which created the IGC. Ms. Fox recognized Clearinghouse Subcommittee Co-Chairs Carol Silvers (Idaho State Library) and Frank Roberts (Coeur d'Alene Tribe), and summarized their recommendations presented on February 7th.

IGC Clearinghouse Subcommittee recommendations:

- Formalize location of clearinghouse at the University of Idaho Library;
- Endorse the draft Memorandum of Understanding (MOU), at least in principle, as revised by Subcommittee;
- Investigate options for legal authorization for clearinghouse; and
- Address need for geographic information systems (GIS) technical services and support

A vote on the above recommendations was expected at the next meeting of the IGC.

Other IGC priorities include: addressing the State IT Plan in the area of geospatial applications; a data-conversion project involving datum and how information is stored; development of Idaho's vision statement for the federal Office of Management and Budget (OMB)-requested I-Plan (implementation plan); and data standards for framework data development. Fox noted that many different stakeholder groups were providing leadership in all areas.

Mike Beaty, U.S. Department of Interior (USDI) Bureau of Reclamation, was recommended to replace Bill Yeager (USDI Bureau of Land Management) on the IGC, as Yeager had accepted a position in Washington, DC.

There was general consensus among Council members present to approve the Idaho Geospatial Committee recommendation to allow Mike Beaty to replace Bill Yeager as IGC's USDI representative.

DEPARTMENT OF LANDS

(Refer to presentation: [State of Idaho – Integrated Land and Facilities Database](#))

Nathan Bentley (State GIS Coordinator and ITRMC Staff) introduced **Bob Smith** and Jeff Servatius (GIS analysts, Department of Lands), who had been working on the **Integrated State Lands Records** project (which was 85% complete) for approximately fifteen months. Bentley also recognized Dave Gruenhagen, GIS and Cartography Manager, Department of Lands (IDL). Later in the presentation, Smith recognized **Tracy Fuller** (US Geological Survey-USGS), Idaho's federal GIS liaison.

Mr. Smith explained that the project was initiated during the 2000 legislative session with **House Bill 487** (authored by Senator Bunderson) for the purpose of consolidating databases spread throughout state agencies into one comprehensive database. He then proceeded with a progress report and the first demonstration of the Web site, which was comprised of a comprehensive, spatially-enabled database of all state-owned property and buildings – as well as state-leased facilities – including accompanying photographs, hyperlinks to scanned deeds of state-owned property, land sale certificates, and query options. (The database was not yet Internet-deliverable.) Smith mentioned that, eventually, wiring closets (the cables for a network are installed here) for Internet connectivity-type issues could also be available.

The images displayed were made possible by fairly current, **10-meter SPOT Image Corporation satellite imagery**, and **1-meter Digital Orthophoto Quarter-Quadrangles (DOQQs) from USGS**. (SPOT Image Corporation is a leading supplier of imagery from optical and Earth observation satellites. DOQQs are 1:12,000 scale representations of a quarter of the area of a conventional USGS 7.5-minute topographical map produced using aerial photographs.)

The potential for **expanded use** of the site was apparent.

- In order to eliminate redundancy, it was expected this database would some day be fully integrated with that of Idaho counties.
- During the next few weeks/months/years, additional information would be incorporated.
- The Web site would be migrated to a more robust server by the first of March 2002.
- Numerous services to Idaho counties.
- New applications: IDANET, disaster response (i.e. chemical spills, wildfire, floods), business and commerce, education, national map (USGS), Idaho infrastructure (i.e. communication facilities).

Issues identified:

- Security – Smith cited the need for an advisory committee/assistance
- Maintenance
- Scope creep
- Data standards and stewards

CENTRALIZATION OF GIS DATA ACQUISITION AND DEVELOPMENT

Nathan Bentley addressed the Council regarding the formation of a **state GIS center**, an issue communicated to Bentley since his beginnings as State GIS Coordinator. He then proposed research be performed (by himself) on the concept to gather information on: need/want for a state GIS center; scope of responsibilities; location; funding; staffing; best practices; etc. Mr. Bentley emphasized that a state GIS center would not replace existing agency GIS units.

Chairman Ahrens noted this could be an opportunity to follow a longstanding ITRMC philosophy to explore/maximize the use of shared resources/funding already available.

BRIEF UPDATES

IDANET (Refer to handout, IDANET Brief)

Joe Roche, Division of Information Technology and Communication Services (DITCS), highlighted three areas of progression with regard to IDANET, Idaho's broadband digital telecommunications initiative.

IDANET Backbone:

- *Definition* – High-speed, high-capacity communications network connecting major population centers in Idaho
- Is the basis for/key in the extension of high-speed broadband connectivity intermediately to Idaho counties, and ultimately, to the end-users (initial end-users: state agencies, higher education, K-12, elected officials).
- Target installation timeframe: Summer, 2002 (Meridian, Boise, Lewiston, Coeur d'Alene).

Network Operations Center (NOC):

- *Definition* – Central organization responsible for responding to questions, addressing problems, planning for new capacity, etc.
- Using enabling technology to deliver information to those who would be responsible for managing the network, Idaho planned to develop a *virtual* NOC. This approach would be used to leverage existing human talent and software investments (Remedy and Spectrum) within the state.
- In an attempt to document the network, research was being done with regard to utilizing GIS at IDL.

Bidding Status:

- Region 1 (Northern Idaho) – In negotiations
- Regions 2 (central Idaho) and 6 (eastern Idaho) – On the street
- Regions 3, 4 and 5 (southern Idaho) – Would be issued in March 2002
- ATM Equipment – Evaluation would be complete by February 2002

Purchasing Contracts

Mark Little offered an update on statewide contracts. Please refer to the following document for details: Statewide Contracts & Services.

Access Idaho

Scott Somerhalder presented a summary of Access Idaho accomplishments/activities.

2001:

- 26 new applications were developed (including Web site templates/designs and e-government applications)
- Site hits increased approximately 130% from the year 2000
- New payment processes were offered: electronic check functionality; lower credit card rate negotiated; payment and billing functionality separate from applications development; auditing functionality improved.

January 2002:

- State homepage revised – familiar look & feel, on-line services highlighted, improved navigation, 'liquidity'.
- Idaho State Tax Commission (STC) tax payment portal was launched in December. Over \$1 million in revenue was captured in two weeks on behalf of STC.
- STC 40EZ tax filing application was launched in January.
- Idaho Transportation Department (ITD) 120-hour commercial trip permits application would soon be launched.
- ITD's Drivers License Record (DLR) interactive search application (subscription-based) was launched.
- Department of Insurance license renewal application was in beta testing.
- Department of Labor Unemployment Insurance tax filing application was launched.
- Technology Student Achievement Awards program – nominations were to be submitted by March 15, 2002.

Mr. Somerhalder, with Bill Farnsworth, presented an overview of the **revised State of Idaho homepage**.

ITRMC Staff

Rich Elwood again addressed the Council.

Cost Benefit Analysis Guideline

The ITRMC Staff was in the process of performing research on cost benefit analysis, and would likely recommend a guideline (to assist agencies in evaluating projects) in the future.

2002 Digital Government Boot Camp

Planning for the 2002 Digital Government Boot Camp for Idaho Policy Makers had begun. 2001 'Boot Camp' **corporate sponsors** were contacted, and three positive responses had been received. Curriculum for the event was being prepared for review.

NEW BUSINESS / ADJOURNMENT

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 3:45 p.m. The next meeting of the ITRMC would be held on Wednesday, April 24, 2002 from 8:30 to 11:00 a.m. in the East Conference Room of the Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant